

MEMORANDUM FOR: John:

The attached brings up a question that may require clarification from you as to what your directions are.

I was not aware that Brad was going to put this out and it flies in the face of an unwritten rule that has existed since [] time, i.e., Group/Staff Front Office will not be manned until 6 pm each day.

When [] instituted this procedure he asked that one of the three seniors on each of the Group/Staff be on hand

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until 6, largely to be available to answer questions, handle requests, or deal with problems that weren't handled earlier in the day. This policy has eroded somewhat in PSG & TSG as well as SS where Division and Branch level duty officers have been set up. These people are infrequently called upon because they are usually not in position to deal with the kind of problems that arise in the 4³⁰ to 6 period.

This might make a good subject for discussion at a Group Staff Chief luncheon. There is some inequity here since some of our people work 10 hours while others a much shorter day. *al*

CENTER ROUTING SLIP

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Support Staff			29 Dec 70
TO	INITIALS	DATE	REMARKS
DIRECTOR			
DEP/DIRECTOR			
EXEC/DIRECTOR	2	1/4	
SPECIAL ASST	1x	12/30	info copy
ASST TO DIR			
HISTORIAN			
CH/PPBS			
DEP CH/PPBS			
EXO/PPBS			
CH/SS			
DEP CH/SS			
SC & P			
RECORDS MGT			
PERSONNEL			
LOGISTICS			
TRAINING			
SECURITY			
FINANCE			
CH/IEG			
DEP CH/IEG			
EXO/IEG			
CH/PSG			
DEP CH/PSG			
EXO/PSG			
CH/TSG			
DEP CH/TSG			
EXO/TSG			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
CH/SPAD			

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29 December 1970

MEMORANDUM FOR: NPIC Group and Staff Chiefs
SS Branch Chiefs

SUBJECT : Support Staff Duty Officer

1. For the past six months the Support Staff has maintained a duty officer in the Office of the Chief, Support Staff from close of business until 1800 hours each work day. Our experience during this period has demonstrated that the presence of a duty officer after normal working hours is actually not required. We will, therefore, discontinue the duty officer system.

2. Effective 28 December 1970, The Security Duty Officer will serve as the Support Duty Officer during all non-work hours. If any NPIC component requires support services after normal working hours, and if no one is on duty in the action branch, the requirement may be placed with the Security Duty Officer. He will be responsible for contacting the action branch, and assuring that the proper action is taken. If a requirement for service becomes apparent prior to the close of business, the action branch should be advised as soon as possible so that personnel can be retained after hours.



25X1

NPIC

Distribution:

As above

1 - NPIC/O/Dir

2 - NPIC/SS

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